

2006 PRIMARY ELECTION TRAINING EXPENSES
TRAVEL REIMBURSEMENT FORM
TEXAS ADMINISTRATIVE CODE, §81.126
(Please Type or Print Information)

Document No.

COUNTY _____ PARTY _____

COUNTY CHAIR'S NAME _____ TRAVELER'S NAME (If different) _____

COUNTY CHAIR'S MAILING ADDRESS _____

CITY _____, TEXAS ZIP CODE _____

CHAIR'S WORK PHONE (____) _____ CHAIR'S HOME PHONE (____) _____

CHAIR'S E-MAIL ADDRESS: _____ FAX _____

<http://www.cpa.state.tx.us/comptrol/texastra.html>

Travel Expense

Departure city: _____ to Austin Automobile mileage _____ @ .485¢ per mile (per state mileage guide) _____
roundtrip miles

Roundtrip Air Fare to Austin (receipt required) \$ _____

SOS Use Only

Travel Expense (Mileage or Air Fare computed from above)..... \$ _____

Hotel (\$85.00 max. plus tax, receipt required)..... \$ _____

Airport Transfers or Parking (receipt required)..... \$ _____

Total Cost \$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Secretary of State Approval _____

I, _____, County Chair of the
_____ Party in _____ County, Texas, do solemnly swear that
the foregoing facts and costs are true and accurate costs of attending the Secretary of State's Twelfth Biennial
Election Law Seminar for County Chairs.

County Chair: _____
Date: _____

The State of Texas

County of _____

Please Return to: Secretary of State, Election Funds Management, P. O. Box 12060, Capitol Station, Austin, Texas 78711-2060

2006 PRIMARY ELECTION TRAINING EXPENSE GUIDELINES:

Travel is covered for one person from each county's party or that chair's designee with the chair's signature.

Mileage and hotel rates are based on the Texas state Comptroller's mileage guide that can be found at
<http://www.cpa.state.tx.us/comptrol/texastra.html>.

The current state rate for hotel rates per night is \$85. Plus applicable taxes.

Overnight lodging for two nights is approved for counties that are more than 200 miles distant from Austin per state mileage guide.

Non-Payable expenses for the 2006 county chair seminar are meals, beverages, tips, valet parking, and car rental unless prior approval has been received.

All travel forms must be submitted within 30 days of travel for reimbursement.